

# City of Belmont

## Parks and Recreation Department



### REQUEST FOR PROPOSAL

#### Planning, Design, and Construction Management Services for Barrett Community Center

#### **GENERAL INFORMATION**

The City of Belmont, Parks and Recreation Department, is seeking firms to provide planning, design and construction management services for a city owned property at 1870 Ralston Avenue, known as Barrett Community Center. The consultant selected through this proposal process will be asked to provide conceptual designs, construction plans, specifications, a construction cost estimate based on public, staff, Commission and Council comments, as well as construction management of the work performed.

Barrett Community Center is a former elementary school site that sits on a 5.1-acre parcel bordered by Ralston Avenue, Academy Avenue, Belburn Drive and Avon Street. Current site features include classrooms, an athletic field, playground, picnic area, basketball court, community garden, and on-site parking.

The method of funding for the new Center has not been determined. The results from the planning and design phase of this project (Phase I) will provide the City with information to develop and implement funding plans, begin design refinement (Phase II), and construction (Phase III).

#### **SCOPE OF WORK**

The project will be run through the Belmont Parks and Recreation Department, with assistance from other City departments. The selected consultant is expected to work closely with City staff, the City Council, the Parks and Recreation Commission and the broader community to provide conceptual designs of the new Center; make project presentations; develop construction plans, specifications, and a construction cost estimate; and provide construction management duties.

#### **PHASE I – FROM NEEDS ASSESSMENT TO CONCEPTUAL DESIGNS**

**OBJECTIVE:** To evaluate current facility usage and assess needs of the community to develop 3 conceptual designs, including cost estimates for each.

#### **SUGGESTED COMPONENTS:**

- Develop a plan for staff, elected and appointed officials, and residents to provide input for the new community center.
- Conduct meetings with staff, stakeholder advisory committee, Parks & Recreation Commission, and City Council.
- Develop and coordinate an outreach and engagement strategy including community meetings, pop-up events, online surveys, social media communication, etc.
- Identify facility and site needs.
- Prepare 3 conceptual site plans showing the major features, the building floor plan and preliminary construction cost estimate.
- Provide information from the study to other consultants that the City may hire related to this project.

## **PHASE II – FROM CONCEPTUAL DESIGNS TO A 50% DESIGN**

**OBJECTIVE:** To further refine conceptual designs into a single facility design, including refined construction, operational and long term maintenance cost estimates

### **SUGGESTED COMPONENTS**

- Develop a plan for staff, elected and appointed officials, and residents to provide further input and review conceptual plans for the new community center to obtain consensus on design scope and theme.
- Conduct meetings with staff, stakeholder advisory committee, Parks & Recreation Commission, and City Council.
- Develop and coordinate an outreach and engagement strategy including community meetings, pop-up events, online surveys, social media communication, etc.
- Prepare a cost recovery analysis of program offerings.
- Prepare a long term maintenance plan.
- Revise the selected conceptual design into final design format (50% Submittal) for presentation to City Council based on input from Staff, Commission, City Council, and residents; include the project's probable construction costs for final presentation.
- Prepare a final report with executive summary and the study findings, process and recommendations.
- Provide information from the study to other consultants that the City may hire related to this project.

## **PHASE III – CONSTRUCTION DOCUMENTS, BIDDING, AND CONSTRUCTION ADMINISTRATION**

**OBJECTIVE:** To finalize construction documents and manage bidding and construction administration

### **SUGGESTED COMPONENTS:**

- Revise final design to 75%, 90%, and 100% submittal levels, each time incorporating comments from previous submittal. All electronic deliverables should be compatible with the latest versions of software (e.g., AutoCAD, ArcGIS, Microsoft Office) used to create/view/edit the respective files. Also, provide a set of reproducible plans on Mylar at 24" X 36" size. All plan sheets shall be signed by the licensed professional in charge of the design.
- Prepare a construction cost estimate at each submittal; include estimated costs for construction, construction contingencies, and construction management. The final cost estimate must be in bid form format.
- Pre-construction meeting: Attend a pre-construction meeting with selected contractor to address any questions or issues with City and contractor.
- Submittals/Contractor RFIs: Review required submittals and respond to "Requests for Information" (RFIs) on an "as needed" basis during project construction.
- Site Visits and Construction Review: Conduct weekly site visits during construction to review the contractor's conformance to the plans and specifications or to address field changes.

## **PROPOSAL SUBMISSION REQUIREMENTS**

The content of your proposal should include the following in summary form:

### **Project Approach and Work Plan**

Describe the strategy for achieving the goals and deliverables of each phase. Include a schedule for completion of Phase I only.

### Consultant Identification and Team

Provide the name of the consultant, the consultant's principal place of business, and the name and telephone number of the contact person. Clearly identify team members, their roles and qualifications.

Any professional services required but not proposed by the qualified consultant firm shall be listed and reasons should be provided for not including them as part of the proposal.

### Related Project Examples and References

Provide recent (within last 10 years) visual examples of relevant projects completed by the consultant that exhibit the team's ability to successfully complete a range of services as listed above. Along with each example, please include descriptive information such as location of the project, date, scope and scale, contract amount, name of the team member(s) involved in the project and their roles, name of the client, and e-mail address and telephone number of the client contact.

### Hourly Rates

Include an hourly rate schedule for all personnel who may participate in current or future projects.

### **SELECTION PROCESS:**

The selected consultant will be asked to enter into a Professional Services Agreement with the City of Belmont and comply with the insurance requirements set forth therein. The Belmont Parks and Recreation Department will supervise the project and coordinate the work.

Proposals will first be evaluated for qualifications (30%), project approach (30%), schedule (25%), and references (15%). Up to 4 consultants will be invited to provide additional information including the following:

1. A cost proposal detailing the cost per task, total cost per staff personnel, a not to exceed amount for Phase I only, and a lump sum cost, for Phase I only, for each proposed subcontractor included in the proposal.
2. A tour of a project completed in the San Francisco Bay Area in the past 5 years.

California law requires selection of Architectural and Engineering (A&E) contract services based on demonstrated competence and professional qualifications. Negotiations shall begin with the most qualified consultant. Should negotiations not result in a price the City considers to be fair and reasonable, negotiations shall be formally terminated, and the City shall then undertake negotiations with the second most qualified consultant. If the negotiation with the second most qualified firm is not successful, negotiations shall be formally terminated, and the City shall then undertake negotiations with the third most qualified consultant, etc. until the price is determined to be fair and reasonable by the City. (California Government Code, Chapter 10, Sections 4525 through 4529.5).

Date/Time	Item
July 30, 2018, 4pm	Deadline for Receipt of Proposals
August 3, 2018	Selection of up to 4 consultants for additional information
Approximately August 14-24, 2018	Completed Project Site visits with most qualified consultants
August 24, 2018	Deadline for receipt of cost proposal
August 31, 2018	Selection of most qualified consultant and begin negotiation of Agreement

September 12, 2018	Finalize Agreement Negotiation, Scope of Work, and Cost
September 25, 2018	Belmont City Council authorization to enter into a Professional Services Agreement

### **SCHEDULE**

As part of a Professional Services Agreement, city staff and the selected consultant will discuss and agree to a schedule for each of the deliverables outlined in the scope of work. The consultant is encouraged to submit a tentative schedule of their services to be included in the RFP submittal.

### **FEES**

Consultant fees shall be negotiated and established on time and materials basis with a not to exceed amount, supported by an agreed schedule of rates and mark-ups. Consultant must provide the city with the firm's current fee schedule including fees for associates and sub-consultants. Progress invoices will be paid monthly related to the progress of the work. City reserves the right to change the funding of the project.

Please deliver six (5) copies of your proposal no later than 4:00pm on July 30, 2018 to:

City of Belmont  
Parks and Recreation Department  
30 Twin Pines Lane  
Belmont, CA 94002  
Attn: Brigitte Shearer, Director

Questions about the requirements of this RFP or the submissions to be included in the proposal should be directed to Brigitte Shearer, Director, Belmont Parks and Recreation Department at (650) 595-7441 or bshearer@belmont.gov.